

TRANSMITTAL SLIP		DATE 23 March 1978	
TO: C/ISAS/DDA			
ROOM NO. GG-14		BUILDING Headquarters	
REMARKS: <div data-bbox="115 646 358 737" style="border: 1px solid black; width: 150px; height: 43px; margin-left: 71px; margin-top: 308px;"></div> <div data-bbox="1161 613 1351 676" style="text-align: right; margin-right: 71px; margin-top: 292px;">STAT</div> <p style="margin-left: 82px; margin-top: 382px;">When we coordinated the micrographics review procedures with P&PD, they had no objections to our testing proposal but requested the attached to formalize the program.</p> <div data-bbox="1127 1484 1318 1652" style="text-align: right; margin-right: 82px; margin-top: 707px;">STAT STAT</div>			
FROM:		<div data-bbox="326 1661 854 1864" style="border: 1px solid black; width: 325px; height: 97px; margin-left: 201px; margin-top: 791px;"></div> C/MWPB	
ROOM NO. 815	BUILDING AMES	EXTENSION <div data-bbox="1114 1896 1382 1997" style="border: 1px solid black; width: 165px; height: 48px; margin-left: 686px; margin-top: 903px;"></div>	

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MEMORANDUM FOR: Records Management Officer, NFAC
Records Management Officer, DDS&T
Records Management Officer, DDA

FROM : Chief, Information Systems
Analysis Staff, DDA

SUBJECT : Use of Microfilm Copies of CIA Produced
Finished Intelligence

1. Paragraph three contains recommendations that if adopted will formally establish the archival responsibility for the Agency's Finished Intelligence Reports; will utilize the archival storage benefits of microfilm; will eliminate duplication of files at the Agency Archives; and will reduce material cost and manpower requirements for the Mail and Courier Service, the Printing and Photography Division, OCR, producing components, as well as the Agency Archives.

2. Background

a. The revised Finished Intelligence Filming Project (FIP) procedures implemented on 1 October 1977 are working extremely well. All Agency publications are now being microrepublished by the central facility in the Printing and Photography Division/OL, and the microfiche copies are being disseminated the day following the printing of the paper copies. The silver original microfilm copy and one diazo microfilm copy are being forwarded to the Agency Archives as prescribed by 41 CFR, Chapter 101, Subpart 101-11.5 (Microfilming). Now that the microfilm produced by the FIP meets the standards in 41 CFR 101-11.5, it can be substituted for the original paper records.

b. The microfilm of Agency produced Finished Intelligence Reports produced by the FIP from 1 April 1974 to 1 October 1977 and that produced retrospectively by OCR and P&PD do not meet 41 CFR 101-11.5 standards and cannot be accepted as a substitute for the original paper copy. Although the microfilm

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did not meet Federal standards, the silver original microfilm copy and one diazo microfilm copy were forwarded to the Agency Archives. A program is now under way at the Agency Archives where both the paper copy and microfilm are filed, to review, verify, and refile as necessary those reports microfilmed prior to 1 October 1977. When this Retrospective Verification Project (RVP) is completed, this microfilm will meet the standards in 41 CFR 101-11.5 and can be accepted as a complete and accurate copy of the original record.

c. In addition to the microfilm copies of Agency produced Finished Intelligence Reports, there are at least two paper copies being routinely forwarded to the Agency Archives. One copy is generally referred to as the "Record Copy". This copy is forwarded to the Agency Archives as it is published by P&PD and is filed chronologically or numerically within series and source. This program was started about 1960 to serve the dual purpose of satisfying the requirements of 41 CFR 101-11.4, GRS 16, Item 2a and provides for a Vital Record Copy. This program does not include all Agency productions. The other copy is the copy in the Production Case file being forwarded by the producing component. In addition to the Record Copy of the publication, the Production Case file consists of supporting papers which document the inception, scope, purpose, and other background information on the report. This file is also covered by GRS 16, Item 2a. The National Archives has appraised both the Records Copy file and the Case file as permanent and has approved their separate maintenance in the Agency Archives with the condition that they be consolidated prior to offering to NARS. (NFAC Records Control Schedule Item 19).

d. There are other copies of Agency produced Finished Intelligence Reports and Contractor reports in both paper and microfilm being sent to the Agency Archives from OCR and producing components. These copies are being filed, although they duplicate the existing files described above. In the past, this practice was necessary and encouraged to insure complete series of records at the Agency Archives. In fact, had it not been for the conscientious efforts of OCR and producing components sending these publications at the request of the Agency Archives, there would still be many gaps in the Finished Intelligence production of the Agency. The reports forwarded from these sources today, however, duplicate the microfilm and the two paper copies already at the Archives.

e. The Production Case file, (or a file of only the report if no Production Case file is created), and the approved microfilm copies will serve the Agency's needs and satisfy the requirements of 41 CFR 101-11. The Chief, Micrographics Program Branch/ISAS has informally discussed the FIP, the RVP, and the recommendations in paragraph three with the Agency's contact at the National Archives and Records Service. The NARS representative could see no problems with the procedures or the recommendations. In fact, he praised the micrographic efforts of the Agency and agreed that the next step was to submit Standard Form 115s to NARS for approval to eliminate some of the paper duplication.

3. It is recommended:

a. That the "Record Copy" file of Agency produced Finished Intelligence Reports now being sent to the Agency Archives by P&PD as they are published be immediately discontinued;

b. That the "Record Copy" file of Agency produced Finished Intelligence Reports now in the Agency Archives be destroyed after the corresponding microfilm copies have been verified and certified as a complete and accurate copy of the original records;

c. That OCR and producing components discontinue sending miscellaneous microfilm and/or paper copies of Agency produced Finished Intelligence Reports to the Agency Archives unless they were published prior to 1960; and

d. That the appropriate DDA, NFAC, and DDS&T Records Control Schedules be amended to implement recommendations a, b, and c above.

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Attachment: Proposed Revisions
to Records Control
Schedules

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CONCURRENCES:

Records Management Officer, NFAC

 Date

Records Management Officer, DDS&T

 Date

Records Management Officer, DDA

 Date

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